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## MEETING MINUTES

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### July 27, 2006

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Boise, Idaho. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. There was a full quorum present.

#### Members Present:

- Chair R. Mark Lockwood, Idaho Chiefs of Police Association
- Fred Abt for Bill Bishop, Idaho Bureau of Homeland Security
- Bruce Allcott, Idaho Fire Chiefs Association
- Michael Candelaria, United States Dept. of Interior
- Dia Gainor, Idaho Dept. of Health & Welfare
- Jerry Goetz, Federal Law Enforcement
- Lt. Col. Dean Hagerman for Art Keen, Idaho National Guard
- Mary Halverson, Idaho Military Division
- Steve Jenkins for Mark Hilton, National Interagency Fire Center
- Greg Laragan, Idaho Transportation Dept.
- Shawn Larsen, Association of Idaho Cities
- Douglas C. Melvin, U.S. Dept. of Homeland Security Transportation Security Administration
- Rhonda Morton for Dan Charboneau, Idaho State Police
- Lorin Nielsen, Idaho Sheriffs Association
- Marcia Phillips for Joe Young, Idaho Association of Counties
- Joe Roche, Idaho Dept. of Administration
- Reggie Thorpe, Idaho Tribal Government

#### Staff:

- Dodie Collier, Project Manager, SIEC
- Sandy Harris, Administrative Assistant, SIEC

#### Others Present:

- Scott Bradford, State of Montana, Public Safety Services Bureau
- Bruce Bowler, Madison County Sheriff Office
- Lorraine Elfering, Canyon County Sheriff Office
- David Ferdinand, Canyon County Commissioner
- Bart Hamilton, Ada County Sheriff Office/ Region 12 700 MHz RPC
- Todd, Herrera, Canyon County Sheriff Office
- Dan Holden, Alcatel
- Matt Howarth, Motorola
- Nikki Jansen, Ada County Sheriff Office
- Brian Jordan, Kootenai County 911
- Mike Key, Idaho State Police
- Lucille Lockwood, wife of Chair Lockwood

- Scot Maring, Idaho Dept. of Administration
- Carl McCormick, Motorola
- Scott McIntyre, Alcatel
- Greg Newberry, White Cloud Communications
- Kirby Ortiz, Gem State Communications
- Stan Passey, Idaho State Police
- Chris Reed, Bonneville County Sheriff Office
- Lex Rutter, Dept. of Administration/ Microwave Services
- Chris Smith, Canyon County Sheriff
- Paul Wilde, Bonneville County Sheriff Office
- Greg Zickau, ITRMC Staff

## **Review & Approve Minutes—Chair Lockwood**

There were no corrections to the May meeting minutes.

**MOTION: Nielsen made a motion to approve the minutes of the May 25, 2006, Idaho Statewide Interoperability Executive Council meeting, seconded by Allcott. The motion passed by a unanimous vote.**

## **SIEC Technical Subcommittee—Bruce Allcott**

Allcott reported that the Technical Subcommittee met earlier in the month of July and followed up with a conference call to deal with some of the issues. The subcommittee had three assignments.

1. Finalize the estimated costs for installation and connectivity with the Master Site(s). Clarification of linkage issues if we have more than one master site and redundancy options.
2. Discuss any technical issues with the current site and operational issues; i.e. Tone paging for fire and EMS, proprietary issues with installation, programming and security etc.
3. General vision for what the natural progression of the Statewide Backbone development and what has been and/or should be provided in that respect to the locals through other meeting groups. Also, discuss how we are fitting in with any Federal Department of Homeland Security (DHS) interoperability programs.

A spreadsheet of costs was displayed on the screen. Copies were included in each Council member's packet. Allcott discussed the expenses and explained that the master site is being used by several counties and tribal entities in the eastern side of the state. Ada County will be on line soon. After discussing costs, Allcott responded to questions and comments.

Tone paging was discussed. In the state of Idaho, most all of the fire and EMS agencies rely on tone paging, but voice tone paging is not currently available in 700 MHz.

Stan Passey gave an update on Idaho State Police (ISP) communications. ISP plans to facilitate communications with Bannock and Bingham Counties and with Ada County when they come on board. ISP's solution is to tie their dispatch console system into the master site. ISP plans to go to narrowband but have not set a timeline as to when that will happen. All of their equipment is capable but it is going to take time to notify everyone that they communicate with that their channels are going to be narrow banded. They don't want to limit any agency's access to ISP. The details have not been worked out for ISP to go 700 MHz.

Passey gave a brief update on the 700 MHz Data Project. ISP received a COPS grant to facilitate a pilot project to install base stations on nine mountain tops and twenty seven mobile data computers into patrol units around the state. They have received most of the equipment and are in the process in getting the systems installed. Their plan is to have everything installed and operational by September 15, 2006.

Rutter gave an update from the Department of Administration (DOA) on communications planning. He is working through the strategic plan with organizations to develop a narrowband plan and a transition to 700 MHz plan that will go to the middle of 2012. They have been putting together site and equipment lists for all agencies. It should be finished in the next couple of months with the true transitions starting in the fiscal year 2009, assuming that they are working strictly out of state budgets.

Rutter also reported on how the DOA envisions agencies, counties and other organizations, connecting into the master site. The SIEC's plan is to use the microwave for the connectivity from local jurisdictions to the master site controls. With a single master site in Meridian it is expensive to run a series of lines from eastern or northern Idaho. With three master sites, long distance costs would be centralized and shared. Local jurisdictions and state agencies would link by whatever means is appropriate.

Gainor expressed her concern about State Comm losing the ability to page regionally and with state organizations. She also stated that in addition to operating State Comm, the Department of Health and Welfare is also a regulatory agency over all of the EMS agencies statewide. They have language in the rules governing EMS that specifically requires EMS agencies to have two VHF frequencies, assuring interoperability primarily for mutual aid purposes. She expressed concern about when and how they should change the language in the rules to both accommodate the evolving systems that are migrating to 700 MHz and yet assure that the baseline interoperability is left unbroken.

Gainor stated that the EMS Bureau gives out 1.4 million dollars in grants every year. She suggested that there be coordination between state agencies doing grants or any agency doing subgrants with federal money to local entities.

Rutter continued with his presentation. The SIEC has a plan addressing 700 MHz and P25, acknowledging that there will be agencies operating in VHF and UHF through out the state for the foreseeable future. Budgeting for a specific plan hinge on getting at least to the 50% mark of the design build. There needs to be a decision on how to proceed and where the funding is coming from. Tone paging will remain as it is until a manufacturer comes up with a technological solution. At the 2012 deadline, tone pagers will not work in narrowband. It is a national problem.

Carl McCormick, with Motorola, was asked to give an overview of the master site, which is installed at ISP in Meridian, and how it is connected to various counties in the state. He gave a PowerPoint presentation containing diagrams of the set up. He explained the diagrams and answered questions from Council members.

Howarth explained the patching capability of a dispatch center through the master site that would enable a Bannock County Deputy to talk to an ISP Officer. The importance of in-service training of dispatch through out the state was discussed. Collier reported that she had discussion with the Bureau of Homeland Security Institute of Emergency Management through Idaho State University about on going training.

Collier briefly discussed funding opportunities. HR 5825 was previously forwarded to the Council via email. It contains language that DHS will tie funding to state plans. The Office of Interoperability and Compatibility through SAFECOM and DHS is looking at more regionalized systems. Funding applications that are regionalized will get greater consideration. There was an information sheet included in each Council member's packet—*Bush signs 700 MHz transition package into law*. There is a 20 % match requirement. Staff has been tracking the local investment and is looking at that as the match. Over 2.5 million dollars has been invested in Idaho on the local level.

### **SIEC Governance-Master Site—Mark Lockwood / Lorin Nielsen**

Council members received a copy of the governance document via email prior to the meeting and a copy was included in each packet. Chair Lockwood explained that the model used was a governance

documents from the Commonwealth of Virginia. It was brought to the Council as a starting point from which to move forward. He stressed that it is a draft document and it is up to the Council to determine the final content. There will be some additional components added such as the governance of the master site(s). He is hopeful to have the final draft out by September or October. Nielsen stated that the Council needs to determine if the state is going to have three master sites before the document can be finalized.

Mike Key, Idaho State Police, facilitated a discussion on the planning and operations of the governance structure. He described the planning group as being “involved” and the operations group as being “committed”. There are different levels of cooperation between the two groups. He said that the group needs to define their scope, define their structure, and then define their procedures.

Council members discussed the governance document and made some suggestions. Lockwood asked the Council members to make edits to the document and forward them to Dodie. Further discussion will be on the agenda at the August SIEC meeting.

### **Doug Melvin—Funding Update**

Melvin reported that the SIEC was not successful in getting the 13.4 million dollars in this appropriation. He suggested that the Council should once again request an earmark from the DHS budget for next year with an amount that adds on what we should have gotten this year to what we need next year. There needs to be a coordinated effort with Idaho Bureau of Homeland Security, so that we are not in competition for the same funding. He suggested also applying for a soft earmark for two hundred thousand dollars which has the support of our congressional delegation, DHS alternative funding in grants, and a Deficit Reduction Act Grant with the Department of Commerce under consultation with DHS funding. He stated that Governor Risch is supportive which is critical to carry the funding forward. Collier will organize a strategy session to discuss funding.

### **State of Montana Update—Scott Bradford, Communications Technology Manager, State of Montana**

Bradford gave a PowerPoint presentation. Click on the link below to view the PowerPoint.  
[http://siec.id.gov/meetings/2006/Presentations/Montana\\_Presentation\\_Jul\\_06.ppt](http://siec.id.gov/meetings/2006/Presentations/Montana_Presentation_Jul_06.ppt)

Following the presentation, Bradford answered questions from Council members. For more information about Montana’s interoperable communications, visit their website at <http://interop.mt.gov>

### **Department of Administration, Microwave Services Update—Lex Rutter**

Rutter displayed the Dept. of Administration’s Strategic Business Plan on screen which includes Microwave Service’s goals and reviewed them for the meeting attendees.  
[http://adm.idaho.gov/about/FY07\\_Strategic\\_Plan.pdf](http://adm.idaho.gov/about/FY07_Strategic_Plan.pdf)

Rutter stated that he has met with a number of state agencies. He has provided them with a list of P25, non P25 narrowband radios, and the costs for budget planning purposes. The next step is to provide agencies with a list of radios that need to be replaced, upgraded, and those that are already narrow banded. Rutter has been involved in a number of ad hoc meeting through out the state he is also held quarterly ISRUG meetings in Meridian, Pocatello, and CDA.

Lockwood stated that his association is asking “where is the state going” and he can’t give them an answer. Roche stated that Rutter would be available to talk to any group requesting additional information. Rutter stated that the directive was given by Governor Kempthorne when he signed the I-C-A-WIN concept document that says that the state is going to a 700 MHz backbone for its radio system. The logistics need to be worked out on the paging needs of EMS, some very specific nation wide EMS frequencies, and the Department of Lands and Department of Fish and Game’s need to interact with federal fire fighting groups in VHF. Discussion followed.

**MOTION: Allcott made a motion that we find out the proper channel which to go through but suggested the Department of Administration or the Governor's Office, which ever is appropriate, to convene a meeting of the decision makers from the state agencies to discuss the future direction they may go with their radio systems. Larsen seconded the motion.**

In response to further discussion, Laragan stated that the Council put together a plan outlining where the State of Idaho is headed. The plan was presented to the Governor, who endorsed it. ITD has given notice to all of their field personnel that any radios that they purchase need to comply with the standards that are presented to them by DOA. Starting this year, every new radio will be P25 compatible. "700 MHz is what the plan says and that is what we plan to do. I don't know what else we can do to let people know that ITD is committed to do this."

After additional discussion, Laragan called for the question.

**MOTION WAS RESTATED: The Chair of the SIEC will determine, in consultation with Department of Administration and/or the Governor's Office, who is the appropriate convening authority to request a meeting of the decision makers from the state agencies who are involved in radio communications to meet and discuss how they are going to make the transition, put together their additional plans of where they are going as a state agency so they can be made available to the local agencies. The motion passed by a unanimous vote.**

### **Regional Interoperable Projects—Chair Lockwood**

Paul Wilde, Bonneville County, gave an update on Eastern Idaho. They plan to build a 700 MHz system and are trying to take care of each of the counties in the region. They are meeting with all of the parties that are involved—fire, EMS, law enforcement, school districts, power companies, and hospitals, to determine their needs.

Bruce Bowler, Madison County, gave an update on the projects in his county.

Matt Howarth was asked to give an update on several regions of the state. He reported that Kootenai County purchased the Operation Road Trip system. It will be installed in the next couple of months. Bingham County's microwave connection to the Blackfoot and East Butte sites was completed and the sites are ready for wide area network. On I-15 there is almost continuous mobile radio coverage from Montana to the Utah border.

Howarth was asked about 700 MHz coverage in the mountainous timber covered Kootenai County area compared to Bannock and Ada counties. He stated that they will be testing the system over the next 60-80 days. The engineering study determined that the coverage will be better than UHF and that no additional sites will be needed.

### **Other business - Open Comment Period**

Bradford, State of Montana, commented that all of the sites being developed in Montana are joint sites; multi agency cooperation is the norm.

### **Planning for the next meeting—Chair Lockwood**

The next SIEC meeting will be held on Thursday, August 24, 2006.

### **Adjournment—Chair Lockwood**

**MOTION: Hagerman made a motion to adjourn, seconded by Laragan. The motion passed by a unanimous vote.**